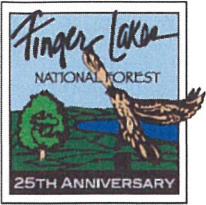
 <p>Green Mountain National Forest</p>	 <p>Finger Lakes National Forest</p>	<p>Green Mountain and Finger Lakes National Forests</p> <p><b><i>For Immediate Release</i></b></p> <p>Monday, February 13, 2012</p>
<p><b>News Release</b></p>		<p><b>Contact: Jodie L. Vanselow 607-546-4470</b></p>
<p><i>Caring for the Land and Serving People</i></p>		

### FINGER LAKES NATIONAL FOREST TO HOST CONTRACTOR ASSISTANCE TRAINING

**HECTOR, NY.** The Finger Lakes National Forest will be hosting a “Contractor Assistance Training” on Wednesday, March 14<sup>th</sup> beginning at 9:00am at the Hector Ranger District Office located at 5218 State Route 414 in Hector, New York.

In an effort to reach out to potential bidders, the Finger Lakes National Forest will be hosting a training session geared towards teaching prospective bidders how to get set up in the Central Contractor Registration (CCR) system. CCR is the primary registrant database for the U.S. Federal Government. This database is used to collect, validate, store, and disseminate data in support of agency acquisition missions, including Federal agency contract and assistance awards (including grants, cooperative agreements and other forms of federal assistance). Whether applying for assistance awards, contracts, or other business opportunities, all entities are considered "registrants" and must be registered in CCR.

It's anticipated that the Finger Lakes National Forest will be seeking bids on the following types of contracts for award during 2012:

- Mowing of Grasslands for Grazing to control Goldenrod.
- Mowing of Grasslands for Wildlife and Wildlife Openings: Either strip mowing or complete mowing of upland grassland sites.
- Mastication of Grassland/Shrublands: This includes the de-brushing of upland locations. These are areas that are too heavily brushed with small trees and shrubs and need to be reverted back to manageable openings, i.e., areas that can be mowed with a tractor and brush hog.
- Broadcast spray herbicide in grasslands to treat thistles and knapweeds in early summer
- Hand spray herbicide in grassland riparian areas to treat thistles and knapweeds in early summer
- Hand apply herbicide (various methods -- cut stump, foliar spot spray, basal bark, stem injection) to treat Non Native Invasive Plants (NNIP) at varied times during growing season (depends on species and method of application), in various habitat types
- Botanical inventory, mostly of grasslands, though there could be of other types of stands; This activity generally occurs twice per summer -- once at beginning of growing season and once at end of growing season
- Seed collection (native plant species)
- Pond and Riparian Area Fencing

“This is an excellent opportunity for potential local bidders to get hands on assistance in getting set up in CCR, as well as learning more about contracting opportunities on the National Forest.” said Jodie L.

Vanselow, District Ranger for the Finger Lakes National Forest. “We have a large number of contracts that we seek bids for on an annual basis, but we don’t have a large list of individuals interested in bidding. Hopefully this event will help us generate more interest and solve that problem,” added Vanselow.

Both current and potential federal government contractors are required to register in CCR in order to be awarded contracts by the federal government. Contractors are also required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Registrants must update or renew their registration at least once per year to maintain an active status.

The morning portion of the training will be an information session about the steps that need to be taken to get set up CCR. That section of the training will be followed by an opportunity for interested bidders to sit down and actually register in the CCR system.

There are a number of steps that need to occur prior to this training, so pre-registration is highly encouraged. Please contact the Finger Lakes National Forest – Hector Ranger District Office at (607) 546-4470 or by emailing [sfoster@fs.fed.us](mailto:sfoster@fs.fed.us) to receive a registration packet.

# # # #



*This information sheet has been prepared by Monroe County Finger Lakes PTAC (MCFL PTAC). Staff contact information appears at the bottom of this document.*

To sell to the federal government you need to be registered in CCR - Central Contractors Registration and SBA Dynamic Small Business Database.

## **BASIC STEPS TO REGISTER WITH THE FEDERAL GOVERNMENT**

**1. Obtain your Data Universal Number from Dun and Bradstreet (DUNS)** <http://fedgov.dnb.com/webform> at this site. The D&B preferred method is online. **Call for assistance directly to D&B at 866-705-5711.** You will need an email address to receive confirmation of your User Id and password

**If you submit online choose obtain in 30 days - it won't take 30 days. It does not cost anything and takes a maximum of a few days. There is a cost if you choose expedite. If you call they may recommend you buy a report, you do not need to purchase anything to get your duns number.**

**2. Choose your NAICS codes from North American Industry Classification System** at the Small Business Administration's website. Follow these steps to get to the NAICS list: obtain codes here: <http://www.census.gov/epcd/www/naics.html> and check size standard here: <http://www.sba.gov> click 'services', contracting opportunities', 'size standards', 'table of size standards' choose HTML or PDF version to enter the table

Search using a keyword to describe your firm's products and/or services. You may only have one, you may have multiple codes.

**3. Federal Supply/Product Service (FSC/ PSC) Codes - These numbers** are used by government buyers to identify the products and services they purchase. You can find the lists at the following websites: <http://fpdcapp.gsa.gov/pls/fpdsweb/pscwis> &/or [http://www.fpdsng.com/downloads/service\\_product\\_codes.pdf](http://www.fpdsng.com/downloads/service_product_codes.pdf) **These numbers are not mandatory for your basic CCR registration.** You can complete your registration without them and update your CCR at a later date with the appropriate numbers.

**4. Central Contractor Registration System & the Dynamic Small Business Search** <http://www.ccr.gov> . A registration in CCR is necessary to identify your firm's interest in doing business with the federal government, to assist government agencies and prime contractors in finding your firm and to identify your firm with a government assigned "CAGE Number" to facilitate payment to your firm for contracted services.

You need the above (1 & 2) before you go to this website along with your firm's employer ID number and your firm's bank and checking account number. Choose 'Register in CCR', choose 'New'. Once you have signed in with your DUNS number you will create a User Account with User ID and Password. Password needs to be updated every 60 days. Be sure to print a copy of your answers to the security questions.



Be sure to click validate and save at the end of each page you complete.

The 8 pages are: **General Information, Corporate Information, Goods/Services, Financial, Points of Contact, Proceedings\*, Compensation\* and IRS Consent.**

When entering your firm's web address on the General Information page be sure to type the complete URL beginning with <http://www> followed by your web address. For the Financial page you will need your firm's deposit account number, Bank routing number and the phone number or email for your bank.

When you have completed all (8) pages of the CCR registration - CCR generates a statement 'your application has been successfully completed.' At this point to print a complete copy of your registration click on '[view registration](#)'. After printing, use your back button to return to the previous screen to access the next step.

The next step is to provide **SBA's Dynamic Small Business database** with additional information about your firm. Click the second of two SBA logos visible. You will now have access to your SBA Dynamic listing. Important to Note: Access to your SBA's Dynamic Small Business Registration is ONLY through [www.ccr.gov](http://www.ccr.gov). Firms choose update/renew their CCR registration, review, validate and save and continue to the SBA section by selecting the appropriate SBA logo. **It is not mandatory to continue with the SBA registration. However, it is recommended you continue with the SBA's Dynamic Small Business Registration.** In this database you have the opportunity to supply word descriptions about your products and services. Buyers may search the complete CCR database or the Dynamic Small Business database in order to obtain a list of small businesses in the category they are making purchases.

Your CCR registration will take 24 to 48 hours to validate. You can monitor CCR to see when your registration has been validated and note your assigned CAGE number. Your CAGE number is the number you can give to any government agency or prime contractor. Your CAGE number allows interested buyers to retrieve basic CCR information about your firm. Authorized government purchasers use CCR system with your CAGE number to process payments to your firm after you have fulfilled a contract.

After receiving your CAGE number log on to CCR and search for your record using your CAGE number. You will see the basic information that is available to anyone using the system. Also note your checking account number, annual revenue and other confidential firm information is **NOT** available.

When you are finished your firm will have the following:

MPIN - Marketing Partner Identification Number – self-defined (used in other systems)  
 USER ID and PASSWORD – user created  
 CAGE number - Your contracting identification number  
 SBA client number - generated from Dynamic database

**\*Proceedings and Compensation pages:** In brief, **proceedings** mean those actions (criminal, civil or administrative) to make a determination of fault or liability. If you can answer no to the second question, the answer to the first question is no. PTAC recommends reading the FAR clauses cited in their entirety before proceeding. FAR 52.209-7 and 52.209-8 at <https://www.acquisition.gov/Far/>

**Compensation:** These questions are to support the Recovery Act reporting requirements for Federal Acquisition Requirement (FAR) 2008-037. These questions should be answered Yes **ONLY** if 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements **and** \$25,000,000 or more in annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements

**Your CCR registration can generate government purchase inquiries to your firm.**

## **ORCA Registration**

**In order to be prepared for bidding on federal contracts**  
please complete ORCA

<https://orca.bpn.gov>

ORCA is the Online Representations and Certifications Application  
This is the paperless system where bidders submit their certification to the standard terms and conditions attached to every government contract.

i.e. Our firm is a drug-free workplace; We are an equal opportunity employer; We have never been debarred from doing business with the federal government, etc.

An active CCR registration is first required in order to submit in ORCA.  
Using your duns number and MPIN you enter the system at the above website and complete the questionnaire and read the clauses.

Your MPIN is the self-defined password that was created when your CCR registration was completed.

If it is not recorded in your office, you can find the MPIN in your CCR registration at the bottom of the Points of Contact page.

Please call if you have questions.

## **HELP**

Help with this process and ANY government contracting procedure or question is available over the phone, in workshops and private meetings through the Monroe County Finger Lakes Procurement Technical Assistance Center.

<http://www.MonroeCountyFingerLakesPTAC.org>

PTAC membership and services are free. Membership application and contract reporting required.

### **PTAC CONTACT INFORMATION:**

- **Paulette Birch**, Program Director, 585-753-2015, [PBirch@MonroeCounty.gov](mailto:PBirch@MonroeCounty.gov)
- **Anna Vulaj**, Business Development Manager, 585-753-2017, [AVulaj@MonroeCounty.gov](mailto:AVulaj@MonroeCounty.gov)
- **Jean Kase**, Government Contract Specialist, 585-753-2031, [JKase@MonroeCounty.gov](mailto:JKase@MonroeCounty.gov)



Both current and potential federal government contractors are required to register in Central Contractor Registration (CCR) in order to be awarded contracts by the federal government

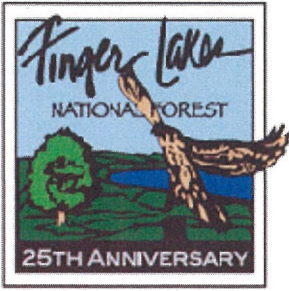
The Central Contractor Registration (CCR) is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency contract and assistance awards.

To register in CCR you first need a Dun & Bradstreet DUNS number.

1. <http://fedgov.dnb.com/webform>
2. Use the 'click here to request your D-U-N-S Number via the web'
3. Select a country and continue to iUpdate
4. Register to use iUpdate – You will need an email address to receive confirmation of your User Id and password

**NOTE: YOUR D&B INFORMATION MUST BE THE SAME AS THE INFORMATION ON YOUR IRS TAX RETURNS.**

**For assistance with this process you may contact D&B directly at 866-705-5711 or Monroe County Finger Lakes Procurement Technical Assistance Center at 585-753-2015 or 585-753-2017.**



## **Finger Lakes National Forest “Potential Contractor Assistance Training”**

**Wednesday, March 14 @ 9:00am  
5218 State Route 414 - Hector, NY 14841  
(607) 546-4470**

### **Registration Form**

**Name:** \_\_\_\_\_  
**Company:** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

### **Please check those contracts you might be interested in...**

- \_\_\_\_\_ Mowing of Grasslands for Grazing to control Goldenrod.
- \_\_\_\_\_ Mowing of Grasslands for Wildlife and Wildlife Openings: Either strip mowing or complete mowing of upland grassland sites.
- \_\_\_\_\_ Mastication of Grassland/Shrublands: This includes the de-brushing of upland locations. These are areas that are too heavily brushed with small trees and shrubs and need to be reverted back to manageable openings, i.e., areas that can be mowed with a tractor and brush hog.
- \_\_\_\_\_ Broadcast spray herbicide in grasslands to treat thistles and knapweeds in early summer
- \_\_\_\_\_ Hand spray herbicide in grassland riparian areas to treat thistles and knapweeds in early summer
- \_\_\_\_\_ Hand apply herbicide (various methods -- cut stump, foliar spot spray, basal bark, stem injection) to treat Non Native Invasive Plants (NNIP) at varied times during growing season (depends on species and method of application), in various habitat types
- \_\_\_\_\_ Botanical inventory, mostly of grasslands, though there could be of other types of stands; This activity generally occurs twice per summer -- once at beginning of growing season and once at end of growing season
- \_\_\_\_\_ Seed collection (native plant species)
- \_\_\_\_\_ Pond and Riparian Area Fencing

Please return this form no later than...**Monday, March 5th**

**Finger Lakes National Forest  
Attn: Jodie Vanselow  
5218 State Route 414  
Hector, NY 14841**